DOCUMENT RESUME

ED 047 084 VT 011 838

AUTHOR Eshelby, Don
TITLE Bibliography of Business and Office Education Documents as Listed in Abstracts of Instructional Materials in Vocational and Technical Education (AIM) Fall 1967 to Fall 1969.
INSTITUTION North Dakota Univ., Grand Forks. Vocational Education Research Information Center.
PUB DATE [70]
NOTE 22p.

EDRS PRICE EDRS Price MF-$0.65 HC-$3.29
DESCRIPTORS *Bibliographies, *Business Education, Curriculum Planning, *Educational Research, *Instructional Materials, Program Development, Program Planning, *Resource Materials

ABSTRACT

This bibliography presents approximately 125 citations pertaining to business and office education, which were drawn from "Abstracts of Instructional Materials" (AIM), Fall 1967 to Fall 1969. AIM is the quarterly publication which announces the availability of instructional materials acquired and processed by the Educational Resources Information Center (ERIC) Clearinghouse on Vocational and Technical Education. Arranged in numerical order by accession number, the entries in the bibliography include author, title, date, number of pages, availability information, and the issue of AIM in which a brief abstract appears. Business educators should find this bibliography helpful in planning, developing, and improving programs of instruction. (JS)

EDO 47084

c 1

BIBLIOGRAPHY OF BUSINESS AND OFFICE EDUCATION DOCUMENTS AS LISTED IN ABSTRACTS OF INSTRUCTIONAL MATERIALS IN VOCATIONAL AND TECHNICAL EDUCATION (AIM) FALL 1967 TO FALL 1969

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
OFFICE OF EDUCATION
THIS DOCUMENT HAS BEEN REPRODUCED EXACTLY AS RECEIVED FROM THE PERSON OR ORGANIZATION ORIGINATING IT. POINTS OF VIEW OR OPINIONS STATED DO NOT NECESSARILY REPRESENT OFFICIAL OFFICE OF EDUCATION POSITION OR POLICY.

Don Eshelby

VOCATIONAL EDUCATION RESEARCH

INFORMATION CENTER

Grand Forks, North Dakota

V1011838

Table of Contents

page

Introduction iii

Ordering Instructions iv

Documents 1

Appendix 17

INTRODUCTION

This bibliography was compiled from the Vocational Education Clearinghouse document publications of Abstracts of Instructional Material (AIM). All nine indexes from Fall, 1967 to Fall, 1969 were used. AIM is a quarterly publication of the Vocational and Technical Education Clearinghouse for the Educational Resources Information Center (ERIC). The AIM indexes list abstracts of documents relating to instructional material only. A companion publication Abstracts of Research and Related Material (ARM) lists all abstracts of research oriented material in Vocational Education.

Information provided in this bibliography is given in numerical order according to the VT Clearinghouse accession number. Some documents also list an ED number which is an Education Document accession number. Documents with ED numbers are not found in the VT-ERIC collection. These documents are found in the ERIC Research In Education (RIE) collection which is the entire collection of ERIC documents from all 19 clearinghouses. All such documents should be ordered by ED number rather than by VT number from the ERIC center at UND. All other documents can be requested from either the State Department of Vocational Education, Bismarck, or ERIC Center, UND.

All documents listed in this bibliography that are available in the VT-ERIC collection are provided on microfiche form only. Microfiche are 4 x 6 film cards which require a special reader for enlargement of the print for reading.

ORDERING INSTRUCTIONS

All documents in this bibliography that list a Vocational-Technical accession number only (VT) are located in a VT-ERIC microfiche collection. To request any document, the VT number must be provided along with the quarterly index in which the document is abstracted. All this information is provided for users in this bibliography. Materials cannot be located by title.

Individual documents may be ordered from the National Cash Register Company, Bethesda, Maryland 20014 if desired. These documents can be purchased in either microfiche form (MF) or hardcopy (HC). The price is 25¢ per microfiche or 5 ¢ a page in reproduced form.

Most people would prefer to make use of the microfiche from locations within the state rather than by purchasing the material. There are two collections in North Dakota; at the State Vocational Education Department in Bismarck, and at the ERIC Center, University of North Dakota, Grand Forks. Inquiries should be sent to either of these locations. To request a document, the VT number and the issue and date of the AIM index must be given. (example: VT 000 652, AIM, Fall, 1968).

BUSINESS AND OFFICE EDUCATION

DOCUMENTS BY NUMERICAL ORDER

VT 000 064 A GUIDE -- COOPERATIVE BUSINESS EDUCATION IN FLORIDA HIGH SCHOOLS, (BULLETIN 73 H-4). Florida State Department of Education, Tallahassee. DOCUMENT NOT AVAILABLE FROM EDRS. Pub.date, 1965. 139 pp. AIM, Winter, 1967.

VT 000 081 AUDIO-VISUAL AIDS FOR AUTOMATION (BOOK 71). Gibson, E. Dana, and Others. San Diego State College, California, Bureau of Business and Economical Research. EDRS PRICE MF $.50 HC $4.65. Pub.date, 1965. 91 pp. AIM, Winter, 1967.

VT 000 085 DATA PROCESSING FOR BUSINESS EDUCATION DEPARTMENTS IN PENNSYLVANIA'S PUBLIC SCHOOLS, BULLETIN 276. LaSalle, James and Others. Pennsylvania State Department of Public Instruction, Harrisburg. MF AVAILABLE IN VT-ERIC SET. Pub.date, 1964. 107 pp. AIM, Fall, 1968.

VT 000 424 ED 017 626 OFFICE OCCUPATIONS, INDIVIDUAL INSTRUCTION MATERIALS. Iowa State Department of Public Instruction, Des Moines. EDRS PRICE MF $.25 HC $.65. Pub.date, 1965. 11 pp. AIM, Fall, 1968.

VT 000 459 BUSINESS EDUCATION IN THE SECONDARY SCHOOL. ILLINOIS CURRICULUM PROGRAM. SUBJECT FIELD SERIES, BULLETIN D-3. Illinois State Office of Superintendent of Public Instruction, Springfield.MF AVAILABLE IN VT-ERIC SET. Pub.date, 1963. 183 pp. AIM, Spring, 1969.

VT 000 600 THE HIGH SCHOOL VOCATIONAL STENOGRAPHIC PROGRAM; TENTATIVE REPORT, (REPORT ON THE CURRICULUM WORKSHOP, June 12- July 2, 1969). EDRS PRICE MF $.75 HC $7.24. Pub.date, 1965. 179 pp. AIM, Winter, 1968.

VT 000 609 TEACHING GUIDE FOR VOCATIONAL OFFICE TRAINING, SUGGESTED CONTENT, INSTRUCTIONAL PROCEDURES, AND ACHIEVEMENT GOALS FOR VIRGINIA HIGH SCHOOLS. PART III. BULLETIN, VOLUME 45, NUMBER 10. Virginia State Board of Education, Richmond. Business Education Service. MF AVAILABLE IN VT-ERIC SET. Pub.date, 1963. 133 pp. AIM, Fall, 1968.

VT 000 652 REPORT OF THE FIFTH ANNUAL BUSINESS EDUCATION WORKSHOP IN BUSINESS EDUCATION SYSTEMS AND DATA PROCESSING (UNIVERSITY OF DAYTON, OHIO, JUNE 14 - JULY 2, 1965). Kriegbaum, Robert E. MF AVAILABLE IN VT-ERIC SET. Pub.date, 1965. 121 pp. AIM, Fall, 1968.

VT 000 654 TEACHING GUIDE IN BUSINESS EDUCATION. PART IV-SHORTHAND TRANSCRIPTION SUGGESTED CONTENT, INSTRUCTIONAL PROCEDURES AND ACHIEVEMENT GOALS FOR VIRGINIA HIGH SCHOOLS. Virginia State Board of Educational Services, Richmond. MF AVAILABLE IN VT-ERIC SET. Pub.date, 1960. 50 pp AIM, Fall, 1968.

VT 000 655 BUSINESS EDUCATION PART II, TYPEWRITING, SUGGESTED CONTENT, INSTRUCTIONAL PROCEDURES & ACHIEVEMENT GOALS FOR VIRGINIA HIGH SCHOOLS, BULLETIN, Volume 45, Number 10. Virginia State Board of Education, Richmond, Business Education Services. MF AVAILABLE IN VT-ERIC SET. Pub. date, 1962, 192 pp. AIM, Fall, 1968.

VT 000 686 DEVELOPING RESOURCE FILES FOR INTRODUCTION TO BUSINESS. Satlow, I. David. New York State Education Department, Bureau of Secondary Curriculum Development. MF AVAILABLE IN VT-ERIC SET. Pub. date, 1965. 29 pp. AIM, Fall, 1968.

VT 000 879 ED 017 635 O.E. INDIVIDUAL INSTRUCTION MATERIALS SUPPLEMENT. Iowa State Department of Public Instruction, Des Moines. EDRS PRICE MF $.025 HC $.45. Pub.date, 1966. 7 pp. AIM, Fall, 1968.

VT 001 018 ED 021 953 SUGGESTIONS FOR TEACHING BUSINESS PUPILS OF DIFFERENT ABILITY LEVELS--WITH SPECIAL EMPHASIS ON PUPILS EXPERIENCING DIFFICULTY. Thompson, Emily D. and others. New York State Education Department, Albany, Bureau of Business and Distributive Education. EDRS PRICE MF $.25 HC $2.12. Pub. date, 1964. 51 pp. AIM, Winter, 1968.

VT 001 092 SMALL BUSINESS MANAGEMENT. Ernest, John W. California State Department of Education, Sacramento, Bureau of Business Education, California University, L.A., Division of Vocational Education. MF AVAILABLE IN VT-ERIC SET. Pub. date, 1964. 126 pp. AIM, Spring, 1969.

VT 001 096 A UNIFORM EDUCATIONAL PROGRAM FOR MACHINE TRANSCRIPTION FOR USE IN GRADES 11 AND 12. Searle, Ora. New York State Education Department, Albany. Bureau of Secondary Curriculum Development. MF AVAILABLE IN VT-ERIC SET AND FROM: Publications Distribution Unit, State Education Department, Room 169, Education Building, Albany, New York 12224 ($1.00). Pub. date, 1965. 228 pp. AIM, Winter, 1968.

VT 001 097 INTRODUCTION TO AUTOMATIC BUSINESS DATA PROCESSING. A SUPPLEMENT FOR TEACHERS OF BOOKKEEPING. Canover, Hobart H. New York State Education Department, Albany. Bureau of Secondary Curriculum Development. MF AVAILABLE IN VT-ERIC SET. Pub. date, 1965. 52 pp. AIM, Fall, 1968.

VT 001 155 BOOKKEEPING 1 and BOOKKEEPING 2, SYLLABUS. New York State Education Department, Albany. Bureau of Business and Distributive Education. MF AVAILABLE IN VT-ERIC SET. Pub. date, 1964. 56 pp. AIM, Fall, 1968.

VT 001 156 SYLLABUS AND TEACHING SUGGESTIONS FOR A COURSE IN OFFICE PRACTICE. GRADES 11 AND 12. Jochumsen, Elna, and others. New York State Education Department, Albany. Bureau of Business and Distributive Education.

MF AVAILABLE IN VT-ERIC SET. Pub.date, 1964. 139 pp. AIM, Fall, 1968.

VT 001 157 BUSINESS ARITHMETIC, SYLLABUS. Batterson, George W. and Others. New York State Education Department, Albany. Bureau of Business and Distributive Education. MF AVAILABLE IN VT-ERIC SET. Pub.date, 1963. 90 pp. AIM, Fall, 1968.

VT 001 158 IDEA STIMULATORS FOR INTRODUCTION TO BUSINESS: SUGGESTED CLASS PROJECTS. Bayer, Theodore J. and Others. New York State Education Department, Albany. Bureau of Business and Distributive Education. MF AVAILABLE IN VT-ERIC SET. Pub. date, 1963 97 pp. AIM, Fall, 1968.

VT 001 168 ED 023 784 DATA PROCESSING: A SUGGESTED TWO YEAR POST HIGH SCHOOL CURRICULUM. SECOND EDITION. Washington State Board for Vocational Education, Olympia. EDRS PRICE MF $.50 HC $4.20. Pub.date, 1963. 82 pp. AIM, Spring, 1969.

VT 001 224 INTRODUCTION TO BUSINESS SYLLABUS. New York State Education Department, Albany. Bureau of Business and Distributive Education. MF AVAILABLE IN VT-ERIC SET. Pub.date, 1963, 122 pp. AIM, Fall, 1968.

VT 001 226 INTRODUCTION TO AUTOMATIC BUSINESS DATA PROCESSING. A SUPPLEMENT FOR TEACHERS OF INTRODUCTION TO BUSINESS OR BUSINESS MANAGEMENT. New York State Department of Education, Albany. Bureau of Secondary Curriculum Development. MF AVAILABLE IN VT-ERIC SET. Pub.date, 1966.' 37 pp. AIM, Fall, 1968.

VT 001 229 EXPERIMENTAL OUTLINES FOR INSTRUCTION IN KEY PUNCH MACHINE OPERATION AND AUTOMATIC BUSINESS DATA PROCESSING (A one-year course of study). Canover, Hobart H. New York Education Department, Albany. Bureau of Secondary Curriculum Development. MF AVAILABLE IN VT-ERIC SET. Pub. date, 1965. 130 pp. AIM, Winter, 1968.

VT 001 286 ED 021 955 TODAY'S PREPARATION FOR TOMORROW'S JOBS. CURRICULUM GUIDE & HANDBOOK. West Virginia Department of Vocational Education, Charleston. Kanawha County Board of Education, Charleston, West Virginia. EDRS PRICE MF $.75 HC $6.20 Pub.date, 1965. 153 pp. AIM, Winter, 1968.

VT 001 326 TEACHING PERSONAL DEVELOPMENT FOR OCCUPATIONAL PREPARATION. A TEACHERS MANUAL. California State Department of Education, Sacramento. Bureau of Business Education, California University, Los Angeles, Division of Vocational Education. MF AVAILABLE IN VT-ERIC SET. Pub.date, 1965. 116 pp. AIM, Spring, 1969.

VT 001 348 OFFICE PROCEDURES, A TEACHER'S MANUAL. Neft, Tillie, California State Department of Education, Sacramento. MF AVAILABLE IN VT-ERIC SET. Pub.date, 1965. 95 pp. AIM, Fall, 1969.

VT 001 407 BUSINESS FORMS: TRANSPARENCY MASTERS FOR USE IN TYPEWRITING, GENERAL BUSINESS, BOOKKEEPING, SALESMANSHIP, AND OFFICE PRACTICE. Sparks, Mavis C., Kentucky University, Lexington. MF AVAILABLE IN VT-ERIC SET. Pub. date, 1966. 33 pp. AIM, Summer, 1969.

VT 001 446 TEACHING BUSINESS DATA PROCESSING IN HIGH SCHOOL OFFICE PRACTICE AND POST HIGH SCHOOL. REPORT OF THE BUSINESS EDUCATION WORKSHOP IN BUSINESS SYSTEMS & DATA PROCESSING. (6th , June 13-July 1, 1966). Kriegbaum, Robert E., University of Ohio, Dayton. MF AVAILABLE IN VT-ERIC SET. Pub.date, 1966. 173 pp. AIM, Fall, 1968.

VT 001 529 BUSINESS TRAINING. Modesto Junior College, California. MF AVAILABLE IN VT-ERIC SET. Pub.date, 1966. 14 pp. AIM, Fall, 1968.

VT 001 601 ED (See April, 1968 RIE) DEVELOPING THE OCCUPATIONAL BUSINESS EDUCATION PROGRAM IN THE SMALL HIGH SCHOOL. BUSINESS EDUCATION CURRICULUM DEVELOPMENT SERIES. Aiken, Brenton R., California State Department of Education, Sacramento. EDRS PRICE MF $.25 HC $1.55, Pub.date, 1966. 29 pp. AIM, Spring, 1968.

VT 001 971 BUSINESS LAW 11 or 12. Rochester City School District, New York. MF AVAILABLE IN VT-ERIC SET. Pub.date, 1964. 52 pp. AIM, Fall, 1969.

VT 001 987 ADVANCED SHORTHAND AND TRANSCRIPTION,AN INSTRUCTIONAL GUIDE. SENIOR HIGH SCHOOL. PUBLICATION SC 637. Los Anglels City Schools, California, Division of Instructional Planning and Services. MF AVAILABLE IN VT-ERIC SET. Pub.date, 1967. 47 pp. AIM, Spring, 1969.

VT 002 252 STUDENTS INSTRUCTIONAL HANDBOOK IN TYPEWRITING. Louisiana Vocational Curriculum Development and Research Center. DOCUMENT NOT AVAILABLE FROM EDRS. AVAILABLE FROM: Vocational Curriculum Development & Research P.O.Box 657, Natchitoches, Louisiana 71457 (@ $2.00). Pub.date, 1966. 142 pp. AIM, Fall, 1967.

VT 002 256 PRINTING CALCULATOR, STUDENT WORKBOOK. Louisiana Vocational Curriculum Development and Research Center. MF AVAILABLE IN VT-ERIC SET. Pub.date, 1967. 98 pp. AIM, Spring, 1968.

VT 002 324 BUSINESS EDUCATION CURRICULUM IMPLICATIONS OF THE EFFECTS OF TECHNOLOGY ON THE TYPES OF OFFICE MACHINES USED BY SELECTED CONNECTICUT BUSINESSES. Clow, Cletus A., Connecticutt State Department of Education, Hartford, Division of Vocational Education, Central Connecticutt State College, New Britain. EDRS PRICE MF $.25 HC $1.35. Pub. date, 1967. 25 pp. AIM, Winter, 1967.

VT 002 310 ELECTRONIC BUSINESS DATA PROCESSING PERIPHERAL EQUIPMENT OCCUPATIONS. SUGGESTED CURRICULA. Office of Education, Washington, D.C., Division of Vocational & Technical Education. EDRS PRICE MF $.50 HC $6.10. Pub. date, 1964. 120 pp. AIM, Summer, 1968.

VT 002 361 ELECTRONIC DATA PROCESSING I, A SUGGESTED 2 YEAR POST HIGH SCHOOL CURRICULUM FOR COMPUTER PROGRAMERS AND BUSINESS APPLICATIONS ANALYSTS. (Technical Education Program Series, Number 4, U.S. Government Printing Office, Washington, D.C.). Roney, Maurice W., Office of Education, Washington, D.C.DOCUMENT NOT AVAILABLE FROM EDRS. AVAILABLE FROM: Government Printing Office address above. Pub. date, 1966. 57 pp. AIM, Fall, 1967.

VT 002 418 ELECTRONIC DATA PROCESSING IN ENGINEERING, SCIENCE, AND BUSINESS; SUGGESTED TECHNIQUES FOR DETERMINING COURSE OF STUDY IN VOCATIONAL AND TECHNICAL EDUCATION PROGRAMS. Peterson, Clarence E., Office of Education, Washington, D.C. DOCUMENT NOT AVAILABLE FROM EDRS. AVAILABLE FROM: Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402 for $.30. Pub. date, 1964. 40 pp. AIM, Winter, 1969.

VT 002 728 SHORTHAND I (First Year) Course Guide. Texas Education Agency, Austin. MF AVAILABLE IN VT-ERIC SET. Pub. date, 1964. 29 pp. AIM, Summer, 1968.

VT 002 739 BETTER OFFICE SKILLS AND SERVICE, STUDENT MANUAL. Communications & Office Skills Training Center, Washington, D.C., Bureau of Training, Civil Service Commission. MF AVAILABLE IN VT-ERIC SET. Pub. date, 1967. 120 pp. AIM, Fall, 1969.

VT 002 786 GENERAL BUSINESS UNIT, THE INFLUENCE OF AUTOMATION ON BUSINESS & PERSONAL LIFE. Sparks, Mavis C.,Kentucky University, Lexington, Instructional Materials Lab. BOE - General Business I. EDRS PRICE MF $.25 HC $1.55 Pub. date, 1966. 29 pp. AIM, Fall, 1967.

VT 002 797 SUPERVISING OCCUPATIONAL EXPERIENCE IN BUSINESS EDUCATION, A REPORT OF A WORKSHOP ON SUPERVISING OCCUPATIONAL EXPERIENCE IN BUSINESS EDUCATION HELD AT CARLSGAD BRANCH, NEW MEXICO, AUGUST 8-24, 1966. Woodin, Ralph, ed. New Mexico Occupational Research and Development Coordinating Unit, Santa Fe. EDRS PRICE MF $.50 HC $4.10. Pub. date, 1966. 80 pp. AIM, Winter, 1967.

VT 002 929 OFFICE MACHINES. Hill, Marcella P., New Jersey State Department of Education, Trenton, New Jersey, Division of Vocational Education, Rutgers State University, New Brunswick, New Jersey. EDRS PRICE MF $1.00 HC NOT AVAILABLE FROM EDRS. AVAILABLE FROM: Vocational Technical Curriculum Lab, Rutgers University, 10 Seminary Place, New Brunswick, New Jersey. Pub. date, 1967. AIM, Winter, 1967.

VT 003 002 BUSINESS TRAINING COURSE, FULL-KEYBOARD ADDING-LISTING MACHINE. Louisiana Vocational Curriculum Development & Research Center. EDRS PRICE MF $.25 HC NOT AVAILABLE FROM EDRS. AVAILABLE FROM: Vocational Curriculum Development & Research Center, P.O.Box 657, Natchitoches, Louisiana 71457 for @ $2.00. Pub. date 1963. 43 pp. AIM, Winter, 1967.

VT 003 003 BUSINESS TRAINING COURSE, TEN-KEY ADDING-LISTING MACHINE. Louisiana Vocational Curriculum Development and Research Center. DOCUMENT NOT AVAILABLE FROM EDRS. AVAILABLE AT $2.00 FROM: Vocational Curriculum Development & Research Center, P.O. Box 657, Natchitoches, Louisiana 71457. Pub.date, 1963. 65 pp. AIM, Fall, 1967.

VT 003 014 COURT REPORTING (BUSINESS TECHNOLOGY). North Carolina State Board of Education, Raleigh. EDRS PRICE MF $.25 HC $.80 Pub. date, 1966. 14 pp. AIM, Fall, 1967.

VT 003 015 TRAFFIC AND TRANSPORTATION(BUSINESS TECHNOLOGY). North Carolina State Board of Education, Raleigh. EDRS PRICE MF $.25 HC $.80 Pub.date, 1966. 14 pp. AIM, Winter, 1969.

VT 003 124 THE CURRICULUM FOR A MODEL BUSINESS EDUCATION PROGRAM. Jurist, Rodney G., New Jersey State Department of Education, Trenton, Division of Vocational Education, Rutgers State University, New Brunswick. Curriculum Lab. EDRS PRICE MF $.45 HC $8.50. Pub. date, 1967. 168 pp. AIM, Fall, 1967.

VT 003 142 OFFICE PRACTICE UNIT-- CHECKER, CASH CLERK, AND CASHIER TRAINING (USE OF THE CASH REGISTER AND RELATED ACTIVITIES) BOE OFFICE PRACTICE 1-1. Sparks, Mavis C., Kentucky University, Lexington, Instructional Materials Lab. DOCUMENT NOT AVAILABLE FROM EDRS. Pub. date, 1967, 56 pp. AIM, Winter, 1967.

VT 003 165 DATA PROCESSING, LABORATORY PROCEDURES AND THEORY, COURSE OF STUDY. McGonigal, James, Rutgers University, New Brunswick, New Jersey, Curriculum Lab. New Jersey State Department of Education, Trenton, Division of Vocational Education. EDRS PRICE MF $.50 HC NOT AVAILABLE FROM EDRS. AVAILABLE FROM: James McGonigal, Rutgers State University, New Brunswick, New Jersey. Pub. date, 1967. 67 pp. AIM, Spring, 1968.

VT 003 272 THE BUSINESS EDUCATION CURRICULUM. Seldon, William H. and Edwards, Robert D. Pennsylvania State Department of Public Instruction, Harrisburg; Bureau of Vocational and Technical Education. MF AVAILABLE IN VT-ERIC SET. Pub.date, 1966. 27 pp. AIM, Spring, 1969.

VT 003 749 BLOCK-TIME BUSINESS EDUCATION. Missouri State Department of Education, Jefferson City, Business & Office Education Section. MF AVAILABLE IN VT-ERIC SET. Pub.date, 1965. 15 pp. AIM, Winter, 1968.

VT 003 996 TEACHING TYPING I. Mumford, Ernestine, New Jersey State Department of Education, Trenton, Vocational Division. Rutgers State University, New Brunswick, New Jersey. MF AVAILABLE IN VT-ERIC SET. Pub.date, 1967. 93 pp. AIM, Summer, 1968.

VT 004 297 SYLLABUS AND TEACHING HANDBOOK FOR COURSES IN SHORTHAND, SHORTHAND II, TRANSCRIPTION, PERSONAL-USE SHORTHAND. New York State Department, Albany, Bureau of Secondary Curriculum Development. MF AVAILABLE IN VT-ERIC SET. Pub.date, 1967. 138 pp. AIM, Fall, 1968.

VT 004 334 ED 020 324 THE BUSINESS CURRICULUM. SOUTH WESTERN MONOGRAPHS IN BUSINESS AND ECONOMIC EDUCATION, NO. 100. Roman, John C., South-Western Publishing Co., 5101 Madison Road, Cincinnati, Ohio 45227 ($.20) EDRS PRICE MF $.50 HC $2.80 Pub. date, 1966- 68 pp. AIM, Winter, 1968.

VT 004 385 BUSINESS EDUCATION, BUSINESS ORIENTATION, TEACHERS GUIDE. Holland, Edna D. and, Weitz, Alvin. Rutgers State University, New Brunswick, New Jersey. New Jersey State Department of Educational Services, Trenton, MF AVAILABLE IN VT-ERIC SET. Pub.date, 1967. 160 pp. AIM, Spring, 1968.

VT 004 520 THE CORRELATED CURRICULUM PROJECT: A NEW EXPERIMENTAL PROGRAM FOR THE GENERAL STUDENT. New York City Board of Education, Brooklyn, New York. Ford Foundation, New York, New York. EDRS PRICE MF $.25 HC $.40 Pub.date, 1967 6 pp. AIM, Winter, 1968.

VT 004 708 SUGGESTIONS FOR A HIGH SCHOOL VOCATIONAL STENOGRAPHER PROGRAM, A WORKSHOP REPORT. Ohio State Department of Education, Columbus, Ohio. EDRS PRICE MF $.50 HC $5.55. Pub.date, 1967. 109 pp. AIM, Summer, 1968.

VT 004 747 SUGGESTED POST-SECONDARY BUSINESS EDUCATION GUIDELINE. Beima, James R., Alaska State Department of Education, Juneau. MF AVAILABLE IN VT-ERIC SET. Pub.date, 1967. 172 pp. AIM, Winter, 1968.

VT 004 776 COMPUTING AND ACCOUNTING OFFICE OCCUPATIONS; SUGGESTED CURRICULUM GUIDE. Roman, John C. and others. South-Western Publishing Company, Cincinnati, Ohio, Northern Illinois University, DeKalb, EDRS PRICE MF $.75 HC $8.90 Pub.date, 1967. 176 pp. AIM, Spring, 1969.

VT 004 777 ED(See August, 1968 RIE) STENOGRAPHIC SECRETARIAL AND RELATED OCCUPATIONS, SUGGESTED CURRICULA GUIDE. Leslie (C.E.) and Association, Glen Head, New York. DOCUMENT NOT AVAILABLE FROM EDRS. AVAILABLE FROM: U.S. Government Printing Office, Washington, D.C. 20402 ($1.70). Pub. date, 1967. 258 pp. AIM, Summer, 1968.

VT 004 778 ED 017 721 FILING AND RELATED OCCUPATIONS, A SUGGESTED CURRICULUM GUIDE. Office of Education, Washington, D.C.; South-Western Publishing Company, Cincinnati, Ohio. EDRS PRICE MF $.50 HC $4.44 Pub.date, 1967. 108 pp. AIM, Fall, 1968.

VT 004 811 TYPEWRITING ENRICHMENT MATERIALS SOURCE LIST. Sparks, Mavis C., Kentucky University, Lexington, Instructional Materials Laboratory. MF AVAILABLE IN VT-ERIC SET. Pub.date, 1967. 32 pp. AIM, Spring, 1969.

VT 004 842 ED 019 484 STENOGRAPHIC SECRETARIAL AND RELATED OCCUPATIONS, A SUGGESTED CURRICULA GUIDE. Office of Education, Washington, D.C., A Division of Vocational & Technical Education. EDRS PRICE MF $1.00 HC NOT AVAILABLE FROM EDRS. AVAILABLE FROM: Superintendent of Documents, Government Printing Office, Washington, D.C. 20402. ($1.50) Pub.date, 1967. 199 pp. AIM, Fall, 1968.

VT 004 857 AUTOMATION AND BUSINESS DATA PROCESSING. SOURCE LIST. Kentucky University, Lexington, Instructional Materials, Laboratory. MF AVAILABLE IN VT-ERIC SET. Pub.date, 1965. 12 pp. AIM, Fall, 1968.

VT 004 859 COMMENTS & CURRICULA RELATED TO THIRD GENERATION DATA PROCESSING AND SPECIFICALLY IBM SYSTEM/360; SUMMARY OF AN IN-SERVICE TRAINING REPORT. Orange Coast College, Costa Mesa, California. California State Department of Education, Sacramento, Bureau of Junior Colleges, Vocational Technical Education. MF AVAILABLE IN VT-ERIC SET. Pub.date, 1967. 26 pp. AIM, Spring, 1969.

VT 004 860 COMMENTS AND CURRICULA RELATED TO THIRD GENERATION DATA PROCESSING AND SPECIFICALLY IBM SYSTEM /360; AN IN-SERVICE TRAINING REPORT. Clark, John R. and Tilton, Theodore. Orange Coast College, Costa Mesa, California, California State Department of Education, Sacramento. MF AVAILABLE IN VT-ERIC SET. Pub.date, 1967. 225 pp. AIM, Spring, 1969.

VT 004 924 OFFICE PRACTICE GENERAL BUSINESS, UNIT -- CAREERS IN BUSINESS AND OFFICE OCCUPATION. Sparks, Mavis C., Kentucky University, Lexington,

Instructional Materials Laboratory. MF AVAILABLE IN VT-ERIC SET. Pub. date, 1967. 70 pp. AIM, Fall, 1968.

VT 005 196 PROPOSAL FOR THE SENIOR INTENSIVE BOE CORE PROGRAM DEVELOPED BY SUMMER WORKSHOP IN VOCATIONAL EDUCATION, BUSINESS AND OFFICE EDUCATION. (UNIVERSITY OF TOLEDO, TOLEDO, OHIO, JUNE 14-JULY 2, 1965.) BULLETIN 7. Wells, Inez Ray., Ohio State Department of Education, Columbus, Business and Office Education Service, Toledo University. MF AVAILABLE IN VT-ERIC SET. Pub.date, 1965. 129 pp. AIM, Winter, 1968.

VT 005 280 THE PRE-TECHNICAL PROJECT, A DEMONSTRATION IN EDUCATION FOR TECHNOLOGY. BUSINESS TECHNOLOGY, 11th YEAR. New York City Board of Education, Brooklyn, New York. MF AVAILABLE IN VT-ERIC SET. Pub.date, 1967.371 pp. AIM, Fall, 1968.

VT 005 281 THE PRE-TECHNICAL PROJECT, A DEMONSTRATION IN EDUCATION FOR TECHNOLOGY. BUSINESS TECHNOLOGY, 12th YEAR. New York City Board of Education, Brooklyn, New York. MF AVAILABLE IN VT-ERIC SET. Pub.date, 1967. 75 pp. AIM, Fall, 1968.

VT 005 282 BUSINESS EDUCATION CURRICULUM GUIDE. Barltett, Shirley, and Others. Alaska State Department of Education, Juneau. Division of Vocational Education. MF AVAILABLE IN VT-ERIC SET. Pub.date, 1967. 99 pp. AIM, Fall, 1968.

VT 005 440 TYPEWRITING 8, TYPEWRITING 1, TYPEWRITING 2, COURSE GUIDES. Texas Education Agency, Austin. MF AVAILABLE IN VT-ERIC SET. Pub.date, 1964. 35 pp. AIM, Fall, 1969.

VT 005 441 GENERAL BUSINESS, COURSE GUIDE. Texas Education Agency, Austin. MF AVAILABLE IN VT-ERIC SET. Pub.date, 1967. 52 pp. AIM, Summer, 1969.

VT 005 449 SUGGESTED NEW CURRICULUM PATTERNS FOR OFFICE OCCUPATIONS EDUCATION. VOL. 50, NO. 8. Virginia State Board of Education, Richmond, Business Education Services. MF AVAILABLE IN VT-ERIC SET. Pub.date, 1968. 192 pp. AIM, Fall, 1968.

VT 005 917 SECRETARIES ON THE SPOT. Cook, Fred S., National Secretaries Association, 1103 Grand Avenue, Suite 410, Kansas City, Mo. 64106 ($5.00). Pub.date, 1967. 253 pp. AIM, Fall, 1969.

VT 006 189 BOOKKEEPING, CYCLE I. Idaho State Department of Educat on, Boise, Business & Distributive Education, 518 Front Street, Boise, Idaho. 21 pp. AIM, Fall, 1969.

VT 006 190 ORGANIZING THE OFFICE PRACTICE COURSE. Idaho State Board of Vocational Education, Boise. Business and Distributive Education Division. MF AVAILABLE IN VT-ERIC SET. Pub.date, 1966. 34 pp. AIM, Fall, 1969.

VT 006 195 MANAGEMENT AIDS FOR SMALL BUSINESS. Anthony, Edward L., Small Business Administration, Washington, D.C. MF AVAILABLE IN VT-ERIC SET. Pub.date, 1958. 193 pp. AIM, Winter, 1968.

VT 006 196 MANAGEMENT AIDS FOR SMALL BUSINESS. Anthony, Edward L., Small Business Administration, Washington, D.C. MF AVAILABLE IN VT-ERIC SET. Pub.date 1957. 88 pp. AIM, Winter, 1968.

VT 006 197 MANAGEMENT AIDS FOR SMALL MANUFACTURERS. Anthony, Edward L., Small Business Administration, Washington, D.C. MF AVAILABLE IN VT-ERIC SET. Pub.date, 1958. 86 pp. AIM, Winter, 1968.

VT 006 198 MANAGEMENT AIDS FOR SMALL MANUFACTURERS. Anthony, Edward L., Small Business Administration, Washington, D.C. MF AVAILABLE IN VT-ERIC SET. Pub.date, 1959. 88 pp. AIM, Winter, 1968.

VT 006 199 MANAGEMENT AIDS FOR SMALL MANUFACTURERS, ANNUAL NO. 6. Litzburg, Robert A. Small Business Administration, Washington, D.C.. MF AVAILABLE IN VT-ERIC SET. Pub.date, 1960. 82 pp. AIM, Winter, 1968.

VT 006 200 MANAGEMENT AIDS FOR SMALL MANUFACTURERS. ANNUAL NO. 7. Litzburg, Robert A., Small Business Administration, Washington, D.C. MF AVAILABLE IN VT-ERIC SET. Pub.date, 1961 74 pp. AIM, Winter, 1968.

VT 006 201 MANAGEMENT AIDS FOR SMALL MANUFACTURERS.ANNUAL NO. 8. Litzburg, Robert A., Small Business Administration, Washington, D.C. MF AVAILABLE IN VT-ERIC SET. Pub.date, 1962 94 pp. AIM, Winter, 1968.

VT 006 202 MANAGEMENT AIDS FOR SMALL MANUFACTURERS, ANNUAL NO. 9. Goodpasture, Bruce. Small Business Administration, Washington, D.C. MF AVAILABLE IN VT-ERIC SET. Pub.date, 1963. 90 pp. AIM, Winter, 1968.

VT 006 203 MANAGEMENT AIDS FOR SMALL MANUFACTURERS. ANNUAL NO. 10. Mac Arthur, Jean B. Small Business Administration, Washington, D.C. MF AVAILABLE IN VT-ERIC SET. Pub.date, 1964. 90 pp. AIM, Winter, 1968.

VT 006 204 MANAGEMENT AIDS FOR SMALL MANUFACTURERS. ANNUAL NO. 11. Mac Arthur, Jean B. Small Business Administration, Washington, D.C., Publications Division. MF AVAILABLE IN VT-ERIC SET. Pub.date, 1965. 111 pp. AIM, Winter, 1968.

VT 006 222 BUSINESS ORGANIZATION. Rochester City School District, New York. MF AVAILABLE IN VT-ERIC SET. Pub.date, 1963. 36 pp. AIM, Fall, 1969.

VT 006 232 CLERICAL PRACTICE, CENTRAL HIGH SCHOOL, GRADE 10.Cincinnati Public Schools, Curriculum Bulletin No. 260. MF AVAILABLE IN VT-ERIC SET. Pub.date, 1960. 94 pp. AIM, Spring, 1969.

VT 006 397 BUSINESS EDUCATION IN THE SECONDARY SCHOOL. Schweet, Ray G. Delaware State Department of Public Instruction, Dover. MF AVAILABLE IN VT-ERIC SET. Pub.date, 1966. 36 pp. AIM, Fall, 1969.

VT 006 467 MANAGEMENT AIDS FOR SMALL BUSINESS. ANNUAL NO. 2. Anthony, Edward L. Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. MF AVAILABLE IN VT-ERIC SET. Pub.date, 1956. 152 pp. AIM, Spring, 1969.

VT 006 468 SUGGESTED MANAGEMENT GUIDES; A PRACTICAL GUIDE FOR LARGE COMPANIES AND OTHERS WHO ARE INTERESTED IN HELPING THE SMALL BUSINESSMAN IMPROVE HIS MANAGEMENT SKILLS. Small Business Administration, Washington, D.C. MF AVAILABLE IN VT-ERIC SET. Pub.date, 1962. 309 pp. AIM, Spring, 1969.

VT 006 720 SECRETARIAL TRAINING PROGRAM REPORT. CPI Community Action Institution, New Haven, Conn. MF AVAILABLE IN VT-ERIC SET. Pub.date, 1968. 15 pp. AIM, Fall, 1969.

VT 006 731 ABOUT TYPEWRITING. Pieslak, Raymond F. New Jersey State Department of Education, Trenton. Division of Vocational Education. MF AVAILABLE IN VT-ERIC SET. Pub. date, 1968, 178 pp. AIM, Fall, 1969.

VT 006 873 DEVELOPMENT OF A CURRICULUM TO MEET CHANGING MANPOWER NEEDS OF THE COMPUTER AND BUSINESS MACHINE INDUSTRIES. INTERIM DEVELOPMENT. Lescarbeau, Roland F. and Others. Technical Education Consortium, Inc. Washington, D.C. EDRS PRICE MF $.50 HC $ 5.85. Pub.date, 1968. 115 pp. AIm, Spring, 1969.

VT 007 135 ED 023 894 A PLANNING STUDY TO DETERMINE THE FEASIBILITY OF DEVELOPING A NEW BUSINESS AND OFFICE EDUCATION CURRICULUM. MOONSHOT--AN OFFICE OCCUPATION CURRICULUM. FINAL REPORT. Lanham, Frank W. Ohio State University, Columbus, Center for Vocational & Technical Education. Office of Education, Washington, D.C. EDRS PRICE MF $.50 HC $6.20 Pub.date, 1968. 122 pp. AIM, Spring, 1969.

VT 007 148 OFFICE PRACTICE UNIT; HANDLING THE MAIL. Sparks, Mavis C. Kentucky University, Lexington, Instructional Materials Laboratory. MF AVAILABLE IN VT-ERIC SET. Pub.date, 1968. 24 pp. AIM, Spring, 1969.

VT 007 150 HANDLING THE MAIL, TRANSPARENCY PAPERS. Sparks, Mavis C. Kentucky University, Lexington, Instructional Materials Laboratory. MF AVAILABLE IN VT-ERIC SET. Pub.date, 1968. 33 pp. AIM, Spring, 1969.

VT 007 151 FINDING A JOB, TRANSPARENCY MASTERS. Sparks, Mavis C. Kentucky University, Lexington. Instructional Materials Laboratory. MF AVAILABLE IN VT-ERIC SET. Pub.date, 1968. 24 pp. AIM, Spring, 1969.

VT 007 152 OFFICE PRACTICE UNIT; FINDING & APPLYING FOR A JOB. Sparks, Mavis C. Kentucky University, Lexington, Instructional Materials Laboratory. MF AVAILABLE IN VT-ERIC SET. Pub.date, 1968. 33 pp. AIM, Spring, 1969.

VT 007 176 HOW TO TEACH BUSINESS SUBJECTS. Ernest, John W., California State Department of Education, Sacramento, Bureau of Business Education. California University, Los Angeles, Division of Vocational Education. MF AVAILABLE IN VT-ERIC SET. 120 pp. AIM, Fall, 1969.

VT 007 193 OFFICE PRACTICE CURRICULUM GUIDE. Musselman, Vernon A., and others. Kentucky State Department of Educational Services, Frankfurt, Division of Business & Office Education. MF AVAILABLE IN VT-ERIC SET. Pub.date, 1966. 113 pp. AIM, Fall, 1969.

VT 007 306 INTRODUCTION TO DATA PROCESSING FOR BUSINESS TEACHERS; A STUDY GUIDE. Virginia State Department of Education, Richmond, Business Education Service. MF AVAILABLE IN VT-ERIC SET. 123 pp. AIM, Summer, 1969.

VT 007 359 TRANSPARENCY MASTERS. AUTOMATIONS AND DATA PROCESSING. Sparks, Mavis C. Kentucky University, Lexington, Instructional Materials Laboratory. MF AVAILABLE IN VT-ERIC SET. Pub.date, 1968. 24 pp. AIM, Summer, 1969.

VT 007 512 ENRICHMENT MATERIALS FOR OFFICE PRACTICE AND OFFICE MACHINES CLASSES. MATERIALS FOR BASIC INSTRUCTION AND ON-THE-JOB TRAINING CLINICS. Sparks, Mavis C. Kentucky University, Lexington, Instructional Materials Laboratory, MF AVAILABLE IN VT-ERIC SET. Pub.date, 1968. 65 pp. AIM, Summer, 1969.

VT 007 700 TRANSPARENCIES FOR BUSINESS CLASSES. SOURCE LIST. Sparks, Mavis C. Kentucky University, Lexington, Instructional Materials Laboratory. MF AVAILABLE IN VT-ERIC SET. Pub.date, 1968. 14 pp. AIM, Summer, 1969.

VT 007 813 EXPLORING BUSINESS OCCUPATIONAL INFORMATION. Ettinger, Blanche, and Others. Delta Pi Epsilon, Bronx Community College, 120 East 184th Street, New York, New York. Pub.date, 1968. 96 pp. AIM, Summer, 1969.

VT 008 057 MANUAL FOR USES CLERICAL SKILLS TESTS. Manpower Administration, Washington, D.C. Government Printing Office, Washington, D.C. 20402. MF AVAILABLE IN VT-ERIC SET. Pub. date, 1968. 59 pp. AIM, Fall, 1969.

VT 008 070 A PROGRAMMED TEXT ON HOW TO TRAIN AN EMPLOYEE. Nall, C.K. and Others. Kansas State Teachers College, Emporia. MF AVAILABLE IN VT-ERIC SET. Pub.date, 1968. 40 pp. AIM, Summer, 1969.

VT 008 236 STIMULATED OFFICE PRACTICE TEACHERS GUIDE. Sparks, Mavis C., Kentucky University, Lexington, Instructional Materials Laboratory, MF AVAILABLE IN VT-ERIC SET. Pub.date, 1968. 147 pp. AIM, Summer, 1969.

VT 008 249 A SUGESSTED CURRICULUM GUIDE FOR TYPING AND RELATED OCCUPATIONS. South-Western Publishing Company, Cincinnati, Ohio. MF AVAILABLE IN VT-ERIC SET. Pub.date, 1968. 147 pp. AIM, Fall, 1969.

VT 008 482 HUMAN RELATIONS FOR SECRETARIES ADULT COURSE OUTLINE, BULLETIN NO. 132. New York State Department of Education, Albany. Bureau of Business & Distributive Education. MF AVAILABLE IN VT-ERIC SET. Pub.date, 1963. 30 pp. AIM, Fall, 1969.

VT 008 585 TRAINING RECOMMENDATIONS; CLERICAL AND COMMERCIAL OCCUPATIONS. Carpet Industry Training Board, Wilmslow Cheshire, England. MF AVAILABLE IN VT-ERIC SET. Pub.date, 1968. 24 pp. AIM, Summer, 1969.

VT 008 706 SUGGESTIONS FOR DEVELOPING A PROMOTION HANDBOOK FOR BUSINESS AND DISTRIBUTIVE EDUCATION, BULLETIN NO. 158. New York State Education Department, Albany. MF AVAILABLE IN VT-ERIC SET. Pub.date, 1964. 26 pp. AIM, Fall, 1969.

VT 008 823 STANDARD TYPEWRITER KEYBOARD; TEN KEY ADDING MACHINE KEYBOARD ARRANGEMENTS AND TRANSPARENCIES ON SHORTHAND PAD. Clemson University, South Carolina Vocational Education Media Centers, State Supervisor of Business Education, Rutledge Building. MF AVAILABLE IN VT-ERIC SET. Pub.date, 1968. 4 pp. AIM, Fall, 1969.

VT 008 937 WRITING POSITIONS(TRANSPARENCY MASTERS). Clemson University, South Carolina Vocational Education Media Centers. MF AVAILABLE IN VT-ERIC SET. Pub.date, 1969. 10 pp. AIM, Fall, 1969.

VT 008 939 BREIF FORMS (TRANSPARENCY MASTERS). Clemson University, South Carolina, Vocational Education Media Centers. MF AVAILABLE IN VT-ERIC SET. Pub.date, 1969. 27 pp. AIM, Fall, 1969.

VT 008 940 DIFFICULT WORDS (TRANSPARENCY MASTERS). Clemson University, South Carolina, State Department of Education. MF AVAILABLE IN VT-ERIC SET. Pub.date, 1969. 18 pp. AIM, Fall, 1969.

VT 008 941 PUNCTUATION RULES (TRANSPARENCY MASTERS). Clemson University, South Carolina State Department of Education, Office of Vocational Education. MF AVAILABLE IN VT-ERIC SET. Pub.date, 1969. 18 pp. AIM, Fall, 1969.

VT 008 942 LETTER STYLES (TRANSPARENCY MASTERS). Clemson University, South Carolina State Department of Education. MF AVAILABLE IN VT-ERIC SET. Pub.date, 1969. 11 pp. AIM, Fall, 1969.

VT 008 943 JOINED WORD BEGINNINGS. Clemson University, South Carolina, Vocational Education Media Center. MF AVAILABLE IN VT-ERIC SET. Pub.date, 1969. 34 pp. AIM, Fall, 1969..

VT 009 053 TRAINING PLAN OUTLINE FOR MANPOWER DEVELOPMENT AND TRAINING ACT COURSES FOR MEDICAL SECRETARIES AND MEDICAL TRANSCRIBERS. Office of Education, Washington, D.C., Division of Manpower Development and Training. MF AVAILABLE IN VT-ERIC SET. Pub.date, 1968. 25 pp. AIM, Fall, 1969.

VT 009 091 TRAINING PLAN OUTLINES FOR MANPOWER DEVELOPMENT AND TRAINING ACT COURSES FOR ENTRY STENOGRAPHERS AND CLERK STENOGRAPHERS. Office of Education, Washington, D.C., Division of Manpower Development & Training. MF AVAILABLE IN VT-ERIC SET. Pub.date, 1965. 64 pp. AIM, Fall, 1969.

VT 009 229 TRAINING PLAN OUTLINES FOR MANPOWER DEVELOPMENT AND TRAINING ACT COURSES FOR BOOKKEEPING & ACCOUNTING CLERKS. Office of Education, Washington, D.C., Division of Manpower Development and Training. MF AVAILABLE IN VT-ERIC SET. Pub.date, 1965. 22 pp. AIM, Fall, 1969.

VT 009 250 TRAINING PLAN OUTLINES FOR MANPOWER DEVELOPMENT AND TRAINING ACT COURSES FOR BOOKKEEPING MACHINE OPERATORS, KEY PUNCH OPERATORS, VERIFIER OPERATORS, TRANSCRIBING MACHINE OPERATORS, AND OFFICE MACHINE REPAIR MEN. Office of Education, Washington, D.C., Division of Manpower Development and Training. MF AVAILABLE IN VT-ERIC SET. Pub.date, 1966. 70 pp. AIM, Fall, 1969.

VT 009 251 TRAINING PLAN OUTLINE FOR MANPOWER DEVELOPMENT AND TRAINING ACT COURSES FOR EXECUTIVE BILINGUAL SECRETARIES & CLERICAL SECRETARIES. Office of Education, Washington, D.C., Division of Manpower Development, and Training. MF AVAILABLE IN VT-ERIC SET. MF AVAILABLE IN VT-ERIC SET. Pub.date, 1965. 33 pp. AIM, Fall, 1969.

VT 009 258 TRAINING PLAN OUTLINES FOR MANPOWER DEVELOPMENT AND TRAINING ACT COURSES FOR ENTRY GENERAL OFFICE CLERKS, GENERAL OFFICE CLERKS (REFRESHER), AND GENERAL OFFICE CLERKS. Office of Education, Washington, D.C., Division of Manpower, Development and Training. MF AVAILABLE IN VT-ERIC SET. Pub.date, 1965. 63 pp. AIM, Fall, 1969.

VT 009 271 TRAINING PLAN OUTLINES FOR MANPOWER DEVELOPMENT AND TRAINING ACT COURSES FOR ENTRY, REFRESHER, AND GENERAL CLERK TYPISTS. Office of Education, Washington, D.C.- Division of Manpower Development and Training. MF AVAILABLE IN VT-ERIC SET. Pub.date, 1965. 76 pp. AIM, Fall, 1969.

APPENDIX

SUGGESTED ERIC BIBLIOGRAPHIC METHODS

The following are examples suggested by ERIC for reference notations in bibliographies.[1]

BIBLIOGRAPHICAL NOTATION

Barton, Roger E. Final Report: Pilot Vocational Teacher Training Institute in Dental Assisting, Summer, 1966. Chapel Hill: School of Dentistry, University of North Carolina, 1966. (ERIC ED 010 334 MF $.50 HC $4.05) 58.

Note - (Institution or organization cited as author)

American Nurses' Association. Educational Preparation for Nurse Practitioners and Assistants to Nurses: A Position Paper. New York City: American Nurses' Association, 1965. (ERIC ED 021 059 EDRS PRICE MF $.25 HC $.95) 4, 35.

Note - (If two sources are cited from the same year for the same author, a notation such as the following should be used.)

American Nurses' Association. Educational Preparation for Nurse Practitioners and Assistants to Nurses: A Position Paper. New York City: American Nurses' Association, 1965. (a) (ERIC ED 021 059 EDRS PRICE MF $.25 HC $.95) 4, 35.

American Nurses' Association. Facts About Nursing. New York: American Nurses' Association, 1965 (b) 52.

Note - (A notation similar to the following must accompany this bibliography to explain what the material in parentheses relates to)-

Bibliographical entries followed by an ED number in parentheses are generally available in hard copy (HC) or microfiche (MF) through the Educational Resources Information Center (ERIC). Order from: ERIC Document Reproduction Service, The National Cash Register Company, 4936 Fairmont Avenue, Bethesda, Maryland 20014. (Prices given will not necessarily reflect current prices. Add 50 cents to all orders of less than $5.00 for handling.)